

**NASA IV&V Facility: Out-Processing Form**  
*Information required from Employees. All fields are required!*

<b>1. General:</b>	
Name	
Date of Last Day	
Company Name	

<b>2. Special Requests (circle option):</b>	<i>Note: Requests will be honored, if able, and will automatically terminate in 30 days.</i>
Maintain Voicemail Temporarily	
Forward E-mail to Another Address	(if "Yes", specify below)
E-mail Address to Forward To (if applicable)	

<b>3. Property Initials:<sup>1</sup></b>	<b>Initials</b>	<b>Date</b>
<u>NASA O&amp;M Manager</u>		
No NASA/WVU Telephone Calling Cards Out		
No Government Credit Card Out <sup>2</sup>		
<u>NASA/WVU Network Operations</u>		
No Equipment Out		
<u>NASA/WVU Librarian</u>		
No Materials Out		

*Employee shall submit a hard-copy of this form to Security and Maintenance Services on their last day for final out-processing.*

<b>4. Security and Maintenance Services Actions:</b>	<b>Initials</b>	<b>Date</b>
1. Ensure all initials above are provided		
2. Retrieved issued keys		
3. Retrieved keycard		
4. Deactivated keycard		
5. Retrieved Facility badge		
6. Offered exit interview with NASA Rep.		
7. Confirmed all personal items removed from cubicle/office		
8. Ensured appropriate desk keys remain with desk		
9. Received confirmation from Network Operations that either special requests are satisfied or accounts terminated		
10. Notified GSFC Security and CCed Crothall Admin. Assistant		
11. Removed person from Facility listings		
12. Filed completed form		

<sup>1</sup> The Employee is responsible for obtaining the proper initials. The form will be rejected if any initials are missing.

<sup>2</sup> This applies to terminations only, not transfers.